



Syllabus

Essay & Paper Writing

August– December 2015

Cycle: Free Elective

**Professor:
Figueroa, Sonia**

I. Course General Information

Course:	Essay and Paper Writing	Code:	05647
Prerequisite:	Intermediate English 3	Term:	2015-II
Credits:	3	Cycle:	Free Elective

II. Summary

This course will examine the nature and structure of essays as well as the process of writing. Students will become acquainted with various types of academic texts, such as summarizing, descriptive, narrative, explanatory, problem-solution, comparison-contrast and argumentative essays. The course will also enable students to produce these text-types for professional and academic purposes.

III. Course Objective

The course has 3 main objectives:

1. Reflect on writing as a process
2. Acquire an organized mental schema of the written text
3. Enable information processing in order to produce a coherent and organized piece of writing

IV. Learning Outcomes

By the end of the course students will be able to:

- Internalize writing schemata for different types of compositions, essays and letters
- Generate ideas by using graphic organizers (mind maps, concept maps, etc.)
- Organize and outline ideas in preparation for essay writing
- Draft, revise and edit as a continuous process
- Become aware of text coherence and cohesion
- Formulate a thesis statement.
- Work collaboratively with peers through drafting and editing techniques

Some grammar and vocabulary review will be provided.

V. Methodology

The process-based approach for the development of the writing skill has been chosen as it treats writing as a creative act. In process writing, there is room for more collaboration to take place between the teacher and students and among students themselves; thus, all parties contribute to the overall process of writing.

VI. Assessment

The evaluation system is permanent and comprehensive, and it is intended to promote student's learning.

Grading takes the following structure:

- ◆ Continuous Assessment **50%**
 - 30% Class participation based on attendance, punctuality and participation (oral and written)
 - 60% Writing lab: 1st and 2nd drafts (6 assignments)*
 - 10% Portfolio: 1st and 2nd drafts and exercises
- 100%**

***Assignments are considered as quizzes and meeting deadlines is mandatory.
Assignments must be turned in on the given dates for assessment purposes.**

- ◆ Mid-term exam: Compositions **20%**
 - ◆ Final Exam: Essay and letter writing **30%**
- Total: 100%**

VII. Contents

Week N°	Course Topics	Activities / Assessment
<p>1</p> <p>24-29 Aug.</p>	<p>Course introduction</p> <p><u>Unit 1: Describing People</u> (Ex. 1-17)</p> <ul style="list-style-type: none"> - Parts of the composition - Points to consider: <i>physical appearance, personality and behavior, life, lifestyle and beliefs</i> - Physical appearance <ul style="list-style-type: none"> Linking words and structures - Personality and Behaviour <ul style="list-style-type: none"> Linking words and structures Impressions, Opinions and Reactions Compound adjectives Participles Manner and Mannerisms - Life, Lifestyle and Beliefs <ul style="list-style-type: none"> Writing techniques <p>Assignment 1: Describing People</p>	<p>Homework:</p> <p><u>Unit 1:</u>Ex. 4 -7</p>
<p>2</p> <p>31 Aug. – 5 Sept.</p>	<p><u>Unit 1: Describing People</u> (Ex. 18-29)</p> <ul style="list-style-type: none"> - Life, Lifestyle and Beliefs <ul style="list-style-type: none"> Writing techniques - Discuss & Write <ul style="list-style-type: none"> Prewriting 	<p>Homework:</p> <p><u>Unit 1:</u>Ex 8-13; 19</p> <p>Assignment 1: Describing People 1st draft, Unit 1, ex. 29 p. 17</p>

<p>3</p> <p>07 - 12 Sept.</p>	<p><u>Unit 2: Describing Places /Buildings</u> (Ex. 1-15)</p> <ul style="list-style-type: none"> - Parts of composition - Points to consider: <i>factual information, senses, mood and atmosphere</i> - Location Verbs and Prepositions - Characteristics of Formal and Informal Style Expressing Impressions & Reactions Useful Language: Explaining Impressions <p>Feedback on 1st draft, Assignment 1 Descriptors for 2nd draft</p>	<p>Homework:</p> <p><u>Unit 2:</u> Ex. 5,6 &10</p> <p>2nd draft, Unit 1 ex. 29 p. 17 (1st and 2nd draft must be turned in)</p>
<p>4</p> <p>14 – 19 Sept.</p>	<p><u>Unit 2: Describing Places /Buildings</u> (Ex. 17 – 20)</p> <ul style="list-style-type: none"> - Characteristics of Formal and Informal Style Useful Language: Explaining Impressions: <i>Techniques</i> Paragraph plan Interpreting the topic: <i>topic sentence</i> Making comparisons Useful language: showing similarity - Discuss & Write Prewriting <p>Assignment 2: Describing Places /Buildings</p>	<p>Homework:</p> <p><u>Unit 2:</u> Ex. 16-18</p> <p>Assignment 2: Describing Places /Buildings 1st draft, Unit 2, ex. 32 p. 31</p>
<p>5</p> <p>21 – 26 Sept.</p>	<p><u>Unit 5: Narratives</u> (Ex. 1– 16)</p> <ul style="list-style-type: none"> - Parts of the narrative - Points to consider: <i>story outline, writing techniques, past tenses, sequences</i> Set the scenes Techniques for beginning and ending stories Past tenses and Time Words Inversion Descriptive Vocabulary <p>Feedback on 1st draft, Assignment 1 Descriptors for 2nd draft</p>	<p>Homework:</p> <p><u>Unit 5:</u> Ex. 9-10</p> <p>Assignment 2: Describing Places /Buildings 2nd draft, Unit 2, ex. 32 p. 31</p>
<p>6</p> <p>28 Sept. – 03 Oct.</p>	<p><u>Unit 5: Narratives</u> (Ex. 17– 36)</p> <ul style="list-style-type: none"> • Descriptive Vocabulary • Flashback narration 	<p>Homework:</p> <p><u>Unit 5:</u> Ex. 22, 24 & 27</p>

<p>7 05– 10 Oct.</p>	<p>Assignment 3: Narratives</p> <p>Review: Study Check 1</p> <p>Mid-Term Examination</p>	<p>Assignment 3:</p> <p>Narratives, 1st draft, Unit 5, ex. 36 p. 51</p> <p>Pp. 52-53 2nd draft, Unit 5, ex. 36 p. 51</p>
<p>8 12 - 17 Oct.</p>	<p>EXAM WEEK</p>	
<p>9 19 - 24 Oct.</p>	<p>Feedback on 1st draft, Assignment 3, Unit 5 Descriptors for 2nd draft</p> <p><u>Unit 6: Discursive Essays</u> (Ex. 1– 9)</p> <ul style="list-style-type: none"> - Types of essay (<i>for and against essays, opinion essays, essays, problem-solution essays</i>) - Parts of an essay - Points to consider: <i>paragraph development, use of quotations, rhetorical questions, thought provoking questions, organization, style, linking words</i> <p>Formal style</p> <p><u>Unit 6b: Opinion Essays</u> (Ex. 1– 4)</p>	<p>Homework:</p> <p>Assignment 3: 2nd draft, Unit 5, ex. 36 p. 51</p> <p>Unit 6b, ex 4</p>
<p>10 26 - 31 Oct.</p>	<p><u>Unit 6b: Opinion Essays</u> (Ex. 4– 10)</p> <ul style="list-style-type: none"> - Useful Expressions for Giving Opinions <p>Assignment 4: Opinion essay, 1st draft</p>	<p>Homework:</p> <p>Assignment 4: Opinion essay, 1st draft, Unit 6b, ex. 10 p. 75</p>
<p>11 02 Nov. - 07 Nov.</p>	<p><u>Unit 6c: Essays Suggesting Solutions to Problems</u> (Ex. 1– 10)</p> <ul style="list-style-type: none"> - Useful language: expressions <p>Feedback on 1st draft, Assignment 4, Unit 6b, Descriptors for 2nd draft</p> <p>Assignment 5: Suggesting Solutions to Problems, 1st draft, Unit 6c, ex. 10 p. 81</p> <p><u>Unit 6a: For and Against Essays</u> (Ex. 1– 8)</p> <ul style="list-style-type: none"> - Useful expressions and linking words/ phrases 	<p>Homework:</p> <p>Assignment 4: 2nd draft, Opinion essay, Unit 6b, ex. 10 p. 75</p> <p>Unit 6c, Ex 4-5</p>

<p>12</p> <p>09- 14 Nov.</p>	<p><u>Unit 6a: For and Against Essays</u> (Ex. 9– 20)</p> <ul style="list-style-type: none"> - Useful expressions and linking words/ phrases - Planning & Organisation <p>Feedback on 1st draft, Assignment 5, Unit 6c, Descriptors for 2nd draft</p> <p>Assignment 6: For and Against essay 1st draft, Unit 6a, ex. 20 p. 69</p>	<p>Homework:</p> <p>Assignment 5: Suggesting Solutions to Problems, 2nd draft, Unit 6c, ex. 10 p. 81</p> <p>Assignment 6: For and Against essay 1st draft, Unit 6a, ex. 20 p. 69</p> <p>2nd draft, Unit 6c, ex. 10 p. 81</p>
<p>13</p> <p>16- 21 Nov.</p>	<p>Feedback on 1st draft, Assignment 6, Unit 6a, Descriptors for 2nd draft</p> <p><u>Unit 7: Letters</u> (Ex. 1-6)</p> <ul style="list-style-type: none"> - Types - Style in letters 	<p>Homework:</p> <p>Assignment 6: For and Against essay, 2nd draft, Unit 6a, ex. 20 p. 69</p>
<p>14</p> <p>23 - 28 Nov.</p>	<p><u>Unit 7f: Letter of Application</u> (Ex. 1– 8)</p> <ul style="list-style-type: none"> - Applying for jobs - Applying for a course 	<p>Ex. 8 in-class task</p>
<p>15</p> <p>30 Nov. - 05 Nov.</p>	<p>Presentation of portfolio</p> <p>Final Review</p> <p>Final Examination</p>	
<p>16</p> <p>07-12 Nov.</p>	<p>EXAM WEEK</p>	

VII. Bibliography

- Evans V. (1998): *Successful Writing : Proficiency*, 2nd. Ed, Berkshire: Express Publishing.
- Murphy, R. & Smalzer, W., (2004): *English Grammar in Use: Intermediate*, 3rd. ed., Cambridge: Cambridge University Press.
- Oxford University Press (2010): *Oxford Advanced Learner's Dictionary*, 8th ed., Oxford: Oxford University Press.
- Swan, M. & Walter, C., (2006): *The Good Grammar Book*, Oxford: Oxford University Press.
- Zemach, D. & Rumisek, L., (2003): *Academic Writing: From Paragraph to Essay*, 1st ed., Thailand: MacMillan.
- Zemach, D. & Stafford-Yilmaz, L., (2008): *Writers at Work: The Essay*, 3rd ed., Cambridge: Cambridge University Press.

IX. Supplementary Information

1. **Attendance:** It is strongly advised to keep a record of the number of times absent to class as the permitted limit is 20% of the course or **11 hours**. Absences that are due to **sick leave or work** should be presented through *Servicios Académicos* within **the same week of the absence**. **Late submissions will not be taken into account**.
NB: Justified absences are not erased; they will be considered within the limit of 25% permitted (See Reglamento, Título III, Capítulo I, artículos 55 y 56).
2. **Punctuality:** Due to the nature of the subject, it is mandatory to arrive on time. **Once the class has started, students will have to wait until the second hour when the teacher allows it (See Reglamento, Título III, Capítulo I, artículo 54).**
3. **Materials:** The use of materials is mandatory as they represent the information source for lesson development.
4. **Assessment: 10-minute tolerance** will be given as a maximum for sitting the Midterm and Final exam **it (See Reglamento, Título III, Capítulo I, artículo 59).**

VIII. Lecturers

Figuerola, Sonia

sfigueroa@esan.edu.pe